Performance Management: End of Year Evaluation
Getting Started

Step #1  Access the Performance Management Website
https://discover-uhr.rutgers.edu/performance-management/home

Click on Tutorials – Watch the “End of Year Tutorial” video clip, which shares
a quick reminder on how to update Progress Notes and instructions on
Process the attestation and submit (5 minutes).

Managers: Please review the Manager Tutorial Video (8 minutes)

Step #2  Access the Performance Management Tool: https://Rutgerstalent.force.com

Ensure you are using the approved browser: Chrome, Firefox or Safari Log
in as you normally would with your NetID and password.

*Very Important* Update your Progress Note on top navigation bar.

Step #3  Meet with your manager, do the “Attestation” and “Submit for Approval.”

Step #4  Discuss your next Year’s goals, prepare to load them in, submit and have them
approved before the August 31st deadline.

* If you are accessing the site for the first time or did not complete the approval
process in Goal Setting, you will need your manager’s approval to “catch-up,”
and the next day, you will need to submit for Mid-Year Approval. Then finally,
the day following that approval, you will be able to do End of Year. If you need
assistance, contact your Performance Management Support.

Support Contact: Performancemanagement@hr.rutgers.edu

Teri 732-235-9505 or Aida 848-932-9185